



# Phoenix Appraisal Network

**"express service...because time is money..."**

P.O. Box 27406, Scottsdale, AZ 85255

Phone (480) 313-8561

**We coordinate the best appraisers  
in the valley so our clients receive  
express service on all appraisals**

## **OUR THREE STEP APPROACH**

Whenever we receive a request for an appraisal through our website, you will receive an immediate email confirming that we have received the order. Please look for such a confirmation when you request an appraisal because if you don't receive one within a few minutes, it means that we did not receive your request for some reason. Please call us if this happens.

After confirming the order, each client request goes to our research department. Preliminary research will be performed to identify subject property attributes and to extract MLS sales from the immediate subject market area for the appraiser to consider. This preliminary research is our **FIRST STEP** and if there are any significant issues, we will notify you immediately by email with our Preliminary Research Advisory.

**PLEASE REMEMBER THAT OUR INITIAL RESEARCH IS BASED ON WHAT TAX OFFICE RECORDS INDICATE THE PROPERTY PROVIDES. HOWEVER, THESE TAX OFFICE RECORDS ARE WRONG MORE THAN HALF THE TIME.**

As such, we will promptly inspect the property to confirm what it provides in the way of living area, site size, physical condition and features. This property inspection is our **SECOND STEP** in the process. You may want to stop working on your loan file until we complete our inspection!

If we still have an issue after we have completed our property inspection and final research, we will email you a Property Inspection Advisory. This letter will give you the option to have us stop at the "half way" point or to complete the appraisal report.

If you direct us to stop "half way," we will provide a fifty percent refund and a Desk Top Appraisal with range of value. This option also applies if we discover a problem at the property which was not apparent during preliminary research. Whenever you direct us to complete an appraisal report, our **THIRD STEP** is to complete an appraisal and email it to you. Our final opinion of value will be noted on this report and will reflect what the subject property actually provides based on the best comparable sales available from publicly verifiable sources.

Warmest regards,

A handwritten signature in blue ink, appearing to read "Lyle Gallagher", is written over a blue horizontal line.

Lyle Gallagher

**24 Hour e-Fax (480) 313-8562    [www.PhoenixAppraisalNetwork.com](http://www.PhoenixAppraisalNetwork.com)**